

CITY OF MARLBOROUGH

DEPARTMENT OF PUBLIC WORKS

HEAD TREATMENT PLANT OPERATOR

PURPOSE:

Operation of a municipal 3.5 MGD advanced wastewater treatment facility in a safe, cost effective, and efficient manner complying with all State and Federal regulations while supervising plant operators.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintain the daily operations log and prepare all required monthly, quarterly, and annual reports to the United States EPA and Massachusetts DEP.
- Supervise, direct and inspect the daily work of subordinate treatment plant operators.
- Ensure employees are in compliance with all safety regulations.
- Responsible for inventory, requisition of supplies, and obtaining cost quotations.
- Coordinate activities such as laboratory services, equipment repair, equipment maintenance, solid waste removal, and sludge removal.
- Responsible for training activities, instruction, and demonstration to employees to ensure compliance with existing standards and techniques.
- Make recommendations regarding employee discipline and performance.
- Keep management informed of plant operations by reviewing, analyzing, and summarizing information and identifying trends.
- Performs other duties as requested by the Assistant Commissioner of Utilities.

SUPERVISION RECEIVED:

Under the supervision of the Assistant Commissioner of Utilities and Commissioner of Public Works.

SUPERVISION EXERCISED:

Direct supervision of support subordinate personnel assigned to the Wastewater Treatment Plant. Responsibilities include; training employees, planning and assigning work, appraising employee performance, addressing employee concerns and resolving problems. Supervision of all aspects of the operation, maintenance, reporting, and control of the treatment facility.

JUDGEMENT

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees

of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access at the departmental level to a variety of sensitive and confidential information.

JOB ENVIRONMENT

Work is performed indoors and outdoors, with frequent exposure to noise and wastes. Work requires performance of tasks in extreme heat and confined spaces. This employee frequently is exposed to noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, grease, and chemical products of all kinds. May be required to work weekends and holidays and in emergency situations.

EDUCATION AND EXPERIENCE

Minimum high school diploma, with at least seven (7) years' experience working in a wastewater treatment facility preferred. Must also have a current and valid Full Grade 7 license issued by the Massachusetts Board of Certification of Operators of Wastewater Treatment Facilities, or any equivalent combination of education and experience. Must have a valid MA driver's license.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge: Thorough knowledge of the methods, materials, scheduling, and tools and equipment used in the operation of a wastewater treatment facility. Knowledge of the hazards and safety precautions common to a wastewater treatment facility

Abilities: Ability to operate all equipment in facility including but not limited to: pumps, engines, belt press filter, generators, valves, gates, mixers, conveyors, blowers, chemical feed, odor control, disinfection equipment, measuring and control devices, testing equipment, and material handling equipment. Ability to use all plant specific, facility required PPE (Personal Protection Equipment) including but not limited to respirators, gas detectors, and confined space equipment. Ability to communicate effectively both verbally and in writing; to establish positive public relations for the City, department and/or division; and to interact effectively with a wide variety of people.

Skills: Good interpersonal skills. Manual and mechanical skills. Skills in troubleshooting complaints. Must have computer skills; familiar with computer software applications such as Microsoft and other applications tailored to specific departmental needs.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Duties may require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring uncomfortable physical positions; may work on damp or uneven surfaces; crouch, sit, stand, walk, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, grasp, drag, lift and carry items weighing up to 100 pounds; work above shoulder level with power and/or hand tools for sustained periods of time; may be exposed to dust and fumes; electrical and mechanical hazards, vibration and noise, work with machinery; may require the exercise of caution when operating heavy equipment.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes.